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The Essex Institute

Annual Report

INCLUDING THE INSTITUTE BY-LAWS

April 1, 1979 - March 31, 1980



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ESSEX INSTITUTE ANNUAL REPORT
April 1, 1979-March 31, 1980

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Executive Committee [†]
(As of June 1, 1980)

Edward H. Osgood, <u>President</u>	E. 1969-
Andrew Oliver*, <u>Vice-President</u>	C. 1970-76, E. 1973-
Stuart W. Pratt, <u>Vice-President</u>	C. 1977-79, E. 1980-
William L. Saltonstall, <u>Vice-President</u>	C. 1979-80, E. 1980-
Peter B. Seamans, <u>Vice-President & Asst. Secretary</u>	C. 1972-78, E. 1973-
Charles S. Tapley, <u>Vice-President</u>	C. 1950-53, 1956-77, E. 1951-73, 1979-
Richard S. West*, <u>Vice-President</u>	C. 1967-77, E. 1974-
Albert Goodhue*, <u>Secretary</u>	C. 1954-78, E. 1962-
H. Gilman Nichols, <u>Treasurer</u>	C. 1977-78, E. 1978-

Council
(As of April 22, 1980)

Term expires 1981

Thomas A. Askew, Jr., C. 1980-
Nathaniel S. Coolidge, C. 1979-
Cornelius C. Felton, C. 1976-

Term expires 1983

Frederick S. Allis, Jr., C. 1979-
John J. Fox, C. 1979-
William C. Loring, C. 1979-
Francis P. Story, C. 1979-

Term expires 1982

W. Gardner Barker, C. 1980-
Mrs. Paul T. Haskell, C. 1976
Mrs. Edward L. Peirson, C. 1978-
Nicholas Xanthaky, C. 1980-

Term expires 1984

Frank McQ. Gring, C. 1976-
Roger H. Hallowell, C. 1980-
Kevin B. Harrington, C. 1980-
Mrs. Emerson T. Oliver, C. 1980-

Ex Officio

Mrs. Patrick Conley, Chairman, Ladies Committee (October 1979-)

† "C" indicates Council; "E" indicates Executive Committee. Members of the Executive Committee are not required to be members of the Council.

* Former presidents of the Essex Institute

Honorary Curators
(As of April 22, 1980)

Honorary Curator of Silver
Honorary Curator of Costumes
Honorary Curator of Dolls
Honorary Curator of Furniture and Pewter
Honorary Curator of Military Collections
Honorary Curator of Paintings

Martha Gandy Fales
John R. Burbidge
Madeline O. Merrill
Dean A. Fales, Jr.
Malcolm Johnson
Nina Fletcher Little

Committees
1979 - 1980

The president is a member of all committees
and the director is an ex-officio member

EXECUTIVE COMMITTEE, SPECIAL

Richard S. West, Chairman
H. Gilman Nichols
Albert Goodhue
Edward H. Osgood
Andrew Oliver
Peter B. Seamans
Charles S. Tapley
David P. Wheatland
Bryant F. Tolles, Jr.

FINANCE COMMITTEE, STANDING

H. Gilman Nichols, Chairman
Edward H. Osgood
Richard S. West

LIBRARY COMMITTEE STANDING

Robert W. Lovett, Chairman
Thomas A. Askew, Jr.
W. Hammond Bowden
C. Conway Felton, Jr.
John Fox
Caroline Shillaber
Charles S. Tapley
Robinson Murray III
Richard B. Trask

PUBLICATIONS COMMITTEE, STANDING

W. Hammond Bowden, Chairman
Frederick S. Allis, Jr.
Ernest S. Dodge
Mrs. Bertram K. Little
Andrew Oliver
Rollo G. Silver
J. P. Spang III

NOMINATING COMMITTEE, SPECIAL

Peter B. Seamans, Chairman
Mrs. W. Benjamin Bacon
H. Gilman Nichols
Stuart W. Pratt

SHIP ROCK COMMITTEE, SPECIAL

Stuart Pratt, Chairman
Albert Goodhue

MUSEUM COMMITTEE, STANDING

Mrs. Paul T. Haskell, Chairman
W. Gardner Barker
Mrs. W. Benjamin Bacon
Sargent Bradlee
Albert Goodhue
Bartlett Hayes, Jr.
William C. Loring
Mrs. James Marsh
Mrs. Edward L. Peirson
Stuart W. Pratt
David P. Wheatland

MUSEUM ROYALTIES COMMITTEE, SPECIAL

Mrs. Edward L. Peirson, Chairman
Mrs. Albert Goodhue
Mrs. Wilbur T. Moulton
Mrs. Dwain B. Smith
Anne Farnam

MAINTENANCE COMMITTEE, STANDING

Stanley M. Smith, Chairman
Randolph P. Barton
James H. Ballou
Earl P. Phinney
Mrs. Emerson T. Oliver
Paul F. Ducey
Charles A. Steward

DEVELOPMENT COMMITTEE, SPECIAL

Mrs. W. Benjamin Bacon
Nathaniel Coolidge
Frank M. Gring
Francis P. Story

LADIES COMMITTEE

Mrs. Henry Mason, Chairman

EDUCATION COMMITTEE, SPECIAL

The Hon. William L. Saltonstall, Chmn.
John Fox
The Hon. Kevin B. Harrington
Mrs. Stephen W. Phillips
K. David Goss

Mrs. Sarah Robbins
Paul F. Ducey

STAFF

April 1, 1979 - March 31, 1980

Bryant F. Tolles, Jr., Director

LIBRARY

Librarian

Bryant F. Tolles, Jr.

Associate Librarian

Robinson Murray III

Assistant Librarian

Miss Mary M. Ritchie

Reference Librarian

Mrs. Arthur R. Norton

Manuscript Librarian

Ellen D. Mark

Administrative Assistant

Marylou Birchmore

Library Interns

Mary Lee Ritter O'Neill

Library Volunteers

Josephine Carothers

Walter G. Drogue

Cornelius C. Felton

Thelma H. Jenney

Mrs. Frederick J. King

Mrs. Thomas Sanders, Jr.

Oliver Sargent

Caroline Shillaber

Natalie Thompson

Pingree Family Papers

Marjorie Spencer

MAINTENANCE

Superintendent

Paul F. Ducey

Maintenance Assistant

Paul S. Marshall

Painting AssistantBrian Manning¹Consultant

*Ray K. Moore

Housekeepers

Mrs. Edward F. Marquis

Mrs. Lorraine C. Barker

Constables*George Crowdis²*Reginald M. McIntire⁶

Harold J. Shallow

*Louis E. Dionne³*Walter Kulas, Sr.⁴*James Marshall⁵

MUSEUM

Curator

Anne Farnam

Associate CuratorDean P. Lahikainen⁷Assistant Curator for the Museum

John Hardy Wright

Assistant Curator for the HousesDean T. Lahikainen⁸Registrar

Bettina A. Norton

Museum Assistants

*Miss Mary Silver Smith

*Elaine D. Bonney

Administrative AssistantsCynthia Cetlin⁹Anne Wallace¹⁰

1. CETA, to 2/80
2. Resigned 4/24/79
3. 1/22/80

4. 7/28/79
5. 1/18/80
6. Died 1/14/80

7. 9/15/79
8. to 9/15/79
9. Resigned 4/1/79
10. 6/11/79 - 6/26/80

- * Part time
+ Temporary

MUSEUM (cont.)

Boston University American
Studies ScholarsEdward S. Cooke, Jr.¹¹National Endowment for the
Arts/Boston University InternKaren Guffy¹²Naomi Rosenblum¹²Special Staff for "Life and
Times in Shoe City"Keith Melder, Visting Curator¹⁴Martin Blatt, program assistant¹⁵University of Massachusetts InternBarbara Lamblin,¹⁶ summer 1979House Guides

*+Paul Bazlynski

*+Brad Clark

*+Charles Cornell

* Honor Hull

*+Paulette Marie

* Mrs. Montgomery Merrill

*+Karen McCarthy

*+Joyce Morin

* Mrs. Ray Moore

*+Norma Ouellette

*+Patricia Sankus

*+Carla Saunders

*+Jody Weiner

House Custodians

Mr. & Mrs. K. David Goss

Mr. & Mrs. Robinson Murray 111

Mr. Paul Ducey

Museum Volunteer

Steven J. Adolphson

COORDINATOR OF COMMUNITY RELATIONS

*Mrs. Alvin Shutzer

Community Relations Volunteers

Mr. and Mrs. E. Donald Carlin

Mrs. Anne Nazaroff

COORDINATOR OF EDUCATION

K. David Goss

Amy Wood Richardson

Education Volunteers

Mrs. Gertrude Freedman

Christopher Hall

Ms. Reta Meshon-Brill

Ms. Suzi Shigo

ADMINISTRATION

Business Officer

Charles A. Steward

Assistant Treasurers

Peter R. Doran

*Edward W. Dennis

Assistant to the Director

Mrs. Lincoln D. Richardson

Office Manager

Mrs. Irving J. Duffy

Development Assistant

Mrs. James A. Ostheimer

Administrative ReceptionistMrs. Peter B. Ward¹⁷Mrs. Richard E. Farley¹⁸Supervisor on Weekends

George H. Gossom, Jr.

Tellers

*+Bethany Fowler

+Joyce Morin¹⁹+Janice Matula²⁰Shop Assistants*+Mary Crook²¹

*+Bethany Fowler

Publications Volunteer

Miss Eleanor Broadhead

Office Volunteer

Mrs. Gary A. Peterson

11. 9/1/79-4/1/80

12. 4/1/80-8/1/80

13. 1/1/80-4/1/80

14. 5/1/78-4/1/80

15. 5/1/79-1/1/80

16. Summer 1979

17. Resigned 8/28/79

18. 8/27/79

19. to 6/79

20. 9/9/79

21. Funded by the
Essex Institute La
Committee

* Part time

+ Temporary

ESSEX INSTITUTE - LADIES COMMITTEE
1979 - 1980

Mrs. D. J. Ashley	Mrs. Harvey L. Macauley
Mrs. W. D. Bacon	Mrs. James A. Marsh
Mrs. W. Gardner Barker	Mrs. Bertram T. Martin
Mrs. A. Peaver Barton	Mrs. Henry L. Mason
Mrs. Marcus Beebe	Mrs. Vincent McGrath
Mrs. George Benson	Mrs. Robert R. Minturn
Mrs. Oliver K. Black	Mrs. James A. Morrison
Mrs. Richard P. Breed	Mrs. Wilbur T. Moulton
Mrs. Richard P. Breed, Jr.	Mrs. David Novak
Mrs. William J. Breed	Mrs. Bradley P. Noyes
Mrs. Gordon L. Brown	Mrs. Emerson T. Oliver
Mrs. H. Glover Butler	Mrs. Robert L. Osgood
Mrs. D. C. Cahoon	Mrs. Robert W. Osgood
Mrs. Allan M. Chagan	Mrs. Edward L. Peirson
Mrs. Patrick Conley	Mrs. Gary A. Peterson
Mrs. William Creamer	Mrs. Drayton Phillips
Mrs. Lee A. Dimond	Miss Molly Pitcher
Mrs. Alfred Donovan	Mrs. Louis Pocharski
Mrs. Stuart N. Gardner	Mrs. James Reiley
Mrs. Albert Goodhue	Mrs. Joseph C. Roper, Jr.
Mrs. Roger Greenslet	Mrs. David C. Ross
Mrs. Frank McQ. Gring	Mrs. Richard Russell
Mrs. Paul T. Haskell	Mrs. James F. St. Clair
Mrs. Henry Hazen, Jr.	Mrs. George Sausele
Mrs. Owen Hearty	Mrs. Francis P. Scully
Mrs. H. Sherman Holcomb	Mrs. Robert R. Shapiro
Mrs. Robert L. Howie	Miss Caroline Shillaber
Mrs. Claude K. Jones	Mrs. Benjamin Shreve
Mrs. Leonard B. Kilgore	Mrs. Dwain B. Smith
Mrs. George Lail	Miss Beatrice Stasinopolous
Mrs. Richard A. LeBel	Miss Rilda Stuart
Mrs. Richard D. Lemmerman	Mrs. Bryant F. Tolles, Jr.
Mrs. Richard C. Lincoln	Mrs. Gerald B. Townsend
Mrs. Vincent Lyness	Mrs. Lyon Weyburn
	Mrs. William C. Wheaton
	Mrs. Robert G. Young
	Mrs. Paul Zaido
	Mrs. Joseph Zelinsky

ESSEX INSTITUTE - LADIES COMMITTEE
1979 - 1980
ASSOCIATES

Mrs. Douglas F. Allen	Mrs. F. Corning Kenly, Jr.
Mrs. John Ballou	Mrs. E. Randall Jackson
Mrs. Henry P. Binney	Mrs. Philip Lord
Mrs. Phillip Bourne	Mrs. Wilfred Marchand
Mrs. Francis Brown, Jr.	Mrs. Eric N. Meakin
Mrs. Louis C. Copeland	Mrs. Edward Parker
Mrs. Frederick J. Davis	Mrs. William H. Robinson
Mrs. Ralph Doering, Jr.	Mrs. Richard Thorndike
Mrs. William D. English	Mrs. Richard S. West
Mrs. W. Sidney Felton	Mrs. David Wheatland
Mrs. Allyn Fields	
Mrs. John Hand	
Mrs. C. A. B. Halvorson	
Mrs. Carter Harrison	
Mrs. John Haug	
Mrs. Richard D. Hill	
Mrs. William Houghton	
Mrs. Harry Houlberg	

REPORT OF THE PRESIDENT

This completes the fifth year of my presidency and the 159th for the Institute. As I turn over the duties to my successor and reflect on my term as president of the Institute over the past five years, I am gratified to see that much has been accomplished. The plant is in good repair. The level of the exhibitions, published material, and service to the public has been very high. Visitor attendance has jumped from 45,000 in 1976 to almost 80,000 in 1979.

Despite this good news, we are facing severe financial problems as a result of the inflationary spiral. In the past five years the deficit has averaged approximately \$40,000 a year; in the next five years, unless drastic corrective steps are taken, the range will be well over \$100,000 a year. Our heating bill is budgeted next year at \$40,000. Prior to 1973 it was approximately \$5,000 per year. Your board of directors has tried to increase the salary levels of our competent staff so that they are competitive with other institutions. Staff salaries and energy costs alone will cause a 50% jump in the deficit from 1979 to 1980.

As I step down from the presidency, it is with the belief that the community and the public wish the Institute to maintain its service at the present level. I believe that there are areas that can be explored to help overcome our present financial difficulties. They are:

(1) A survey should be made to see if there are economies to be made through joint efforts, such as purchasing, public relations, and cooperative efforts with other Salem institutions. This approach is already being implemented in small ways.

(2) With our increased flow of traffic, we should be able to develop a consistently profitable store operation. The Ladies Committee is working on this, and I hope the endeavor can be accelerated over the years to come.

(3) A concentrated effort should be focused on raising annual appeal receipts to approximately \$100,000 a year, quadrupling the present level of giving.

(4) A capital fund drive should be planned for the very near future. If these efforts are not successful, a drastic budget cutting will have to occur; such a cutback, however, would be self-defeating in the long run. Despite the problems that lie ahead of us, it is my belief that the help and cooperation which the membership, the Council, and the staff have provided in the past can be even more significant in bringing the Institute back to a strong financial base.

As we prepare to embark on a new fiscal year, I would like to acknowledge with great thanks the services provided the Institute by the following people who are leaving the Council this year: Mrs. W. Benjamin Bacon, Mr. W. Hammond Bowden, Mr. Robert W. Lovett, Mr. Randolph P. Barton. They have, as a group, shown devoted service to the Institute and although they may not be on the Council, I am confident that they will continue with their interest in the Institute through their committee assignments.

I would like to record with great sadness the passing of our friend and devoted counsellor since 1951, Ernest Dodge. Much has been written about his devoted service to the Peabody Museum and to the Salem Community. However, I want to take particular note of the interest and wise counsel and friendship that he so generously gave to the Essex Institute over the past thirty years.

In closing, I would like to express my thanks to the membership, the members of the Council, the Ladies Committee and other committee members, and to the staff for the support that all have given me while I served as president.

Respectfully submitted,

RICHARD S. WEST

President

REPORT OF THE DIRECTOR

As I approach the end of my sixth year as director of the Essex Institute, I look back with great fascination over the period of my tenure at the many modifications that have occurred in the museum and historical society world throughout the United States. The last half of the seventies has hardly been a static era for the Essex Institute and like institutions! Increasingly, American museums and historical societies, motivated by new philosophical commitments, social changes, and pressing economic realities, have become more community-oriented. Always active in the greater Salem community throughout its long history, the Institute has become even more involved in the affairs of Salem and Essex County in the recent past. Today our institutional personality is more extroverted than ever before.

A Theme of Institutional "Outreach"

As I did at the 1979 Annual Meeting (and subsequently in my published annual report), I would like again this year to focus on a vitally important area of the Institute's programming--one which is visibly expressive of our current organizational philosophy and our desire to become ever more community-oriented. These days in the United States one is constantly hearing the term "outreach" as applied to new directions in museum and historical society planning and programming. This term has perhaps been subjected to excessive overuse; nonetheless, it is still appropriately descriptive! During the past year, here at the Institute we have placed great emphasis on "outreach" in just about everything we have undertaken. We have done this primarily to better serve our membership, as well as to extend our programs out into the surrounding North Shore community and beyond. We have been motivated to do this because of a philosophical commitment to reach increasing numbers of people, and because of economic facts relating to financial survival. Due to inflation, the Institute and like organizations all over the country are seeking ways to add to income to meet operating expenses--more and more cultural organizations by necessity are being run like business enterprises, and for most it is high time that this occurred! As a result, throughout the museum world greater efforts than ever before are being made to increase income from admissions, memberships, publication sales, gift store sales, library use fees, royalties, literary permissions, special operational grants (such as those offered by the new national Institute for Museum Services), and lastly and most significantly, annual giving from private individuals, foundations, and businesses.

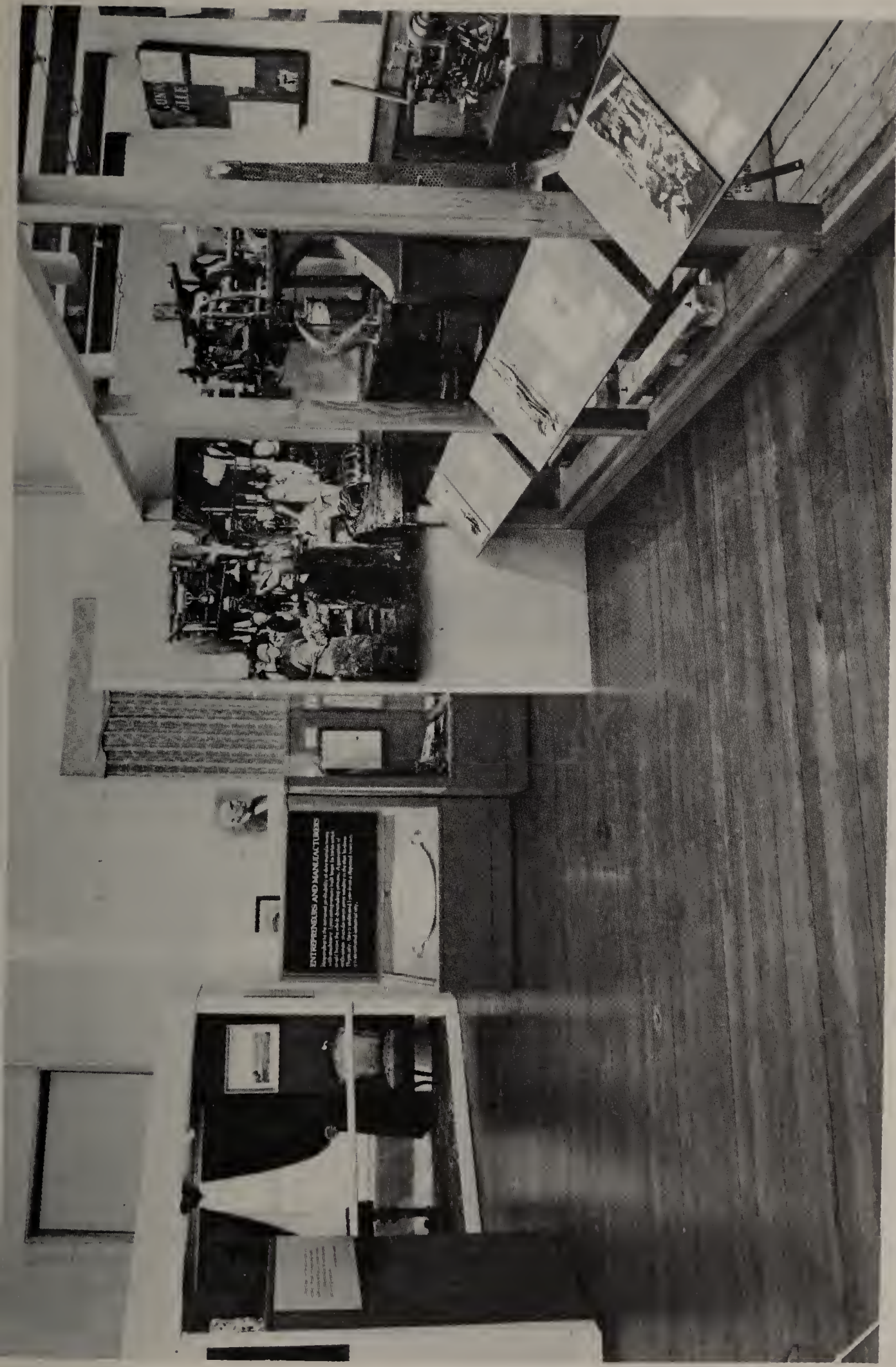
Over the last couple of years at the Institute we have witnessed some gratifying results of our efforts to broaden the impact of our programs through "outreach." Despite a leveling or downward trend in New England, our museum attendance, an important barometer of

institutional appeal, jumped dramatically from approximately 58,000 in 1978-79 to just under 80,000 in 1979-80. This resulted largely from our successful museum exhibition program and expanded education department offerings. Of course, we would like to equal or improve on this figure in the future, but this we cannot predict due largely to the energy crisis and the state of the national economy. Our membership continued to climb gradually, especially in the corporate/institutional category which now lists about eighty members, several of which have helped us finance special projects. We are shooting for the one hundred mark next year! Our public-library pass program was in effect again this year with good success. Income from publication sales and annual giving remained about the same as in 1978-79, but we are aiming at a higher figure in the future.

Our "outreach" efforts were most strikingly apparent in the areas of special museum exhibitions. Foremost of these was our N.E.H.-funded (\$69,000) major show, "Life and Times in Shoe City: The Shoe Workers of Lynn," which ran from September through January in the auditorium and the adjacent McCarthy Gallery. With its attendant cultural activities, publications, and special education programs, this superb and unprecedented exhibition attracted many local people to the Institute who had never been here before, and it gained us many new friends, as well as national attention in museum circles. In April we opened the first of what will be annual exhibitions on the 1692 Salem witch trials, thanks to generosity of two anonymous donors--it is my belief that this show, well promoted, was the single most important reason for our high visitation rate of last summer. Our focus on the witchcraft phenomenon was further sharpened in October by the Fifth Annual Essex Institute/Salem State College Conference, on "Witchcraft: The Legacy of 1692," and by Prof. Edmund Morgan's Graham Memorial Lecture treating the same subject.

Late last fall, we went on the road, figuratively speaking, and mounted a handsome exhibition treating Federal-period Salem at the State Street Bank in Boston. This was continued into January. Salem State College and the First Church in Salem passed important anniversary milestones, and these were recognized here by modest joint displays, featuring manuscripts, prints, broadsides, photographs, printed ephemera, and small objects.

Forthcoming exhibits will continue the same outreach emphasis--these include "C.E.L. Green (1844-1915), Essex County Marine and Landscape Painter," (our first shared exhibit ever, in this instance with the Brockton Art Museum); and "Nathaniel Hawthorne; The Salem Years," which, with the cooperation of the House of Seven Gables, the New Hampshire Historical Society, and the Grolier Club of New York will feature books, manuscripts, portraits, and artifacts from the collections of C. E. Frazer Clark, the foremost Hawthorne collector and bibliographer, and those of the Institute.



"Life and Times in Shoe City: The Shoe Workers of Lynn,"
a special Institute exhibition, 14 September 1979 -
27 January 1980, mounted with funding assistance from
the National Endowment for the Humanities.



A corner of Plummer Hall auditorium during the "Life and

The Institute's education department continued to be an invaluable extension outward into the community. During 1979-80 9,100 school-children from eastern Massachusetts and beyond took advantage of a wide variety of audiovisual guided tours and lecture programs in our museum. Special education programs were taken out to the schools, and adult classes (such as the George Michael antiques course) were conducted here. The department also sponsored teachers' workshops and films and participated in education conferences.

Our library program, although it is concerned primarily with reader services and collection development and preservation, also has focused on "outreach" activities in the recent past. Small exhibitions of library materials, on such popular subjects as the great Salem fire and Salem Willows, have been installed by the staff. Three times we have offered a course in the principles of archival work in conjunction with Salem State College. We are constantly striving to collect resource materials pertaining to modern-day Salem and Essex County.

The Institute's community relations program is by definition devoted entirely to "outreach" undertakings. Last year we joined with the House of Seven Gables, the Salem Witch Museum, the Peabody Museum, and Pickering Wharf to form the Salem Museums Collaborative, devoted to cooperatively promoting the five museums and Salem itself as a tourist attraction. This group has done some joint advertising to date. Our free public service advertising in the media was more extensive than ever last year--perhaps you have seen our full-page "McIntire Eagle" ad with the child Cheryl Goss, the daughter of our education coordinator, which appeared in several regional and national magazines. This stroke of good fortune represented several hundred thousands of dollars worth of advertising at no cost to the Institute!

In publications we are continuing our efforts to make our collections better known through our museum booklet series--three of these, treating portraits, furniture, and military objects, are presently being prepared. The Salem architectural guidebook project, under my direction, is moving deliberately along, with publication slated for 1981, outside funds permitting.

In several other respects--through the Institute's agreement to manage the Ropes Mansion, our lecture events, and our refurbished portrait gallery--we actively sought greater involvement with the local community of which we are an increasingly visible part. I am convinced that such institutional "outreach" is the clear way of the future here, and at similar organizations, if we are going to survive as independent entities over the long term. The continued support of our membership and friends in this undertaking is without question a vital need.



Albert Goodhue, secretary of the Institute, poses in the "1869 parlor of Samuel M. Bubier," a period room setting in the "Life and Times in Shoe City" exhibition.



Visitors admire a new exhibit case in the recently renovated Portrait Gallery.

Museum and Houses

Turning now to a more detailed description of departmental activities during 1979-80, let me focus first on the museum department and its supervision of our interpretative programs for the main museum facility and the historic house properties. Staff changes included the promotion of Dean Lahikainen from assistant curator for the houses to associate curator, and the appointment of Anne Wallace as administrative assistant to replace Cynthia Cetlin. Student interns assisting on a variety of special projects were Barbara Lamkin from the University of Massachusetts, and Naomi Rosenblum, Karen Guffy, and Ned Cooke from the American and New England Studies Program at Boston University. Assisting with the special programming associated with our large N.E.H.-funded exhibition, "Life and Times in Shoe City" (see above) were visiting curator Keith Melder and Martin Blatt. Nearly a dozen special guides were hired for the purpose of conducting tours in the houses during the summer, thereby giving a number of young people valuable exposure to museum work.

Aside from the Lynn shoe industry exhibition previously mentioned, the major museum-related event of the year was the reopening of the refurbished portrait gallery. This was officially recognized by a reception on August 16 at which Andrew Oliver, a former president of the Institute, delivered a delightful and informative talk about the portrait collection under the title "Windows on the Past." The refurbishing of the portrait gallery was made possible by a grant from the National Endowment for the Arts and by generous matching gifts from two private donors. By virtue of this project a major facelifting (painting, refinished floor, expanded wall space, improved lighting, new labels, new exhibit cases and seating) was achieved without compromising the essential late-Victorian character of the gallery. At the same time part of the attic above was converted to a useful small-objects storage space, thereby freeing up needed space in other museum storage areas. As the collections continue to expand, the Institute faces a critical lack of storage space in the immediate future--this problem must be solved by the implementation in the years ahead of additional projects such as that just described.

In addition to the exhibitions previously alluded to, we opened in March a small show featuring textiles from our own collections. On exhibition were draperies for windows and beds, including the bed, outfitted with new hangings and spread, that once belonged to the noted Salem diarist, the Reverend William Bentley. Two gallery talks were presented in association with the show. Exhibitions from our rich textile holdings always seem to be extremely popular with the viewing public, and this one was no exception.

On October 11, 12, and 13 the New England Museum Association

(regional division of the American Association of Museums) held its annual meeting in Salem with the Institute and Peabody Museum acting as cohosts. Participants at the conference explored the theme of museums' role in the community, and conversely, the community's perception of museums. The conference was highlighted by a panel discussion moderated by television newsman Jack Cole, and featuring speakers representing the political, business, educational, and philanthropic perspectives--Chet Atkins, Massachusetts state senator; Edwin A. Daniels, Rouse Company; Theodore Sizer, headmaster of Phillips Academy, Andover; and William Hart, director of the New Hampshire Charitable Fund. Other speakers on the program were Prof. Benjamin W. Labaree (director, Williams College-Mystic Seaport Program), William T. Alderson (director, Museum Studies Program, University of Delaware), and Ian McK. White (director, the Fine Arts Museums of San Francisco). Sessions and meals were held at the two museums, the Hawthorne Inn, and the 10th Regiment Armory. In sum, it was a spirited three-day affair in which Institute museum staff were hard-working participants, and we look forward to hosting this and other regional and national groups here in Salem in the future.

The Ropes Mansion was added to the responsibilities of the department this year, and to introduce the new property (for which the Institute has assumed curatorial supervision), the annual guides' course was held there in April. The official reopening (it had been closed for one year for repairs) of the Ropes was celebrated on June 1 by a special reception held on the lawn adjacent to the famous formal gardens. Under Institute direction, the house has been completely insulated and has been made more energy-efficient by the installation of a new heating system. Some conservation of objects has been completed, and room interiors rearranged based on new research in the Ropes family papers.

At the Annual Meeting in April, Curator Anne Farnam offered an illustrated overview of museum acquisitions for 1979-80, the high points of which I will summarize. Accessions for the year totaled 355, including 315 by gift from 47 donors, 6 by purchase, 6 by loan, and 28 by discovery of previously uncatalogued items in our own collections. From the assets of the Stuart Memorial Fund, we were able to acquire a fine Pendleton view of Gloucester (ca. 1835), drawn on stone by Fitz Hugh Lane, and an unusual pewter teapot (ca. 1810), made by Lee and Creesy of Beverly, Massachusetts. Other purchases include a late-nineteenth-century watercolor of Merrimack Chain Link Bridge, a print of the New Ocean House, Swampscott, and other small objects.

During the past year we were again extremely fortunate to receive a large number of excellent donations to the museum collections, and I wish that space were available for me to list every donor and

gift individually. We have thanked, however, all donors individually by letter, and many also by telephone or in person. Some of the most outstanding gifts were: a large collection of women's clothing, 1945-60, from Mrs. F. Dike Mason, Salem; a collection of glassware, some of it Russian nineteenth century, and other items from Albert Goodhue, Jr., Marblehead; six samplers showing scenes of Salem (ca. 1915) made by Mary Saltonstall Parker, from Mrs. Francis Parker, Salem; a dessert bowl and twelve finger bowls, silver, made by Franklin Porter, from Mrs. Martin H. Donahoe, Jr., Rochester, New York; four reverse prints under glass, clothing, and a collection of late-nineteenth and early-twentieth-century store boxes, from the Misses Broadhead, Salem; two oil portraits of Julia (1855) and Nellie (1859) Davis, attributed to Charles Osgood, a Rocco-Revival silver tea service (four pieces) made by N. Harding of Boston, a silver cup made by Bigelow Kennard of Boston, and a silver pitcher (marked 1857) made by N. Harding, from the late William C. Endicott, Manchester; nineteenth-century clothing of the Gilbert Tapley family, and a bag made from Timothy Pickering's bed hangings, from Mr. and Mrs. Sanborn Vincent, Hilton Head, South Carolina; gold family jewelry, from Mrs. Allala Bell, Salem; two dresses (ca. 1865-70 and ca. 1880), and a coat (ca. 1920) belonging to Pauline Agassiz Shaw, the daughter of Louis Agassiz, from Mrs. Henry Bourneuf, Beverly Farms; clothing, shoes, and miscellaneous items (ca. 1880-ca. 1965) from Mrs. Marjorie S. Giles, Salem; floral chintz coverlet, from Mrs. Richard S. Allen, Beverly; white porcelain (probably French, ca. 1840) from Mrs. Henry L. Mason, Boston; evening gowns, dresses, shoes and other clothing, from Mr. James J. Minot, Beverly; view of Salem, Mass. in 1850 by Edwin Whitefield, from the Beverly Historical Society; militia helmet (Danvers, Mass., ca. 1845), from Mrs. Hugh S. Gray, Canaan Street, N.H.; a wooden toy wagon with blocks, from Miss Ruth R. Ropes, Marblehead; and drawings of Gloucester and Rockport (1950s and 1960s) from Tom O'Hare, Cambridge, Massachusetts. From the estate of Elizabeth Adams Godbout, River Rouge, La., a wooden shelf clock (ca. 1780) with the brass dial inscription, "Dan^l Balch, Newburyport," came to the Institute. Among several items offered the Institute from the estate of Miss Hope Gray (in memory of her father, Samuel S. Gray) were small oil portraits of George Washington and John Adams, four reversed paintings on glass of the seasons, Nanking porcelain, soapstone objects, a Chinese sewing box, four groups of French bronze birds, and a Fitzhugh serving platter.

Late in the year Mr. and Mrs. Willard Cousins placed on deposit at the Institute a rare collection of military artifacts relating to the Pepperell (Mass.) Light Infantry, more commonly known as the Prescott Guards, organized in 1819 in honor of Col. William Prescott, a renowned participant in the Battle of Bunker Hill. Contained in this fine collection are uniforms, knapsacks and canteens, hats, belt buckles, muskets, spontoons, halberds and bayonets, and swords and scabbards. Accompanying the artifacts are a number of printed pieces

and manuscripts which chronicle the business of running a militia company in early nineteenth-century New England. Parts of the collection will be placed on view in the Institute's main museum gallery.

Much valuable additional work was accomplished by the museum staff during the year. Special exhibition loans from the permanent collections were extended to the Merrimack Valley Textile Museum (North Andover, Massachusetts), the Cape Ann Historical Society (Gloucester, Massachusetts), the Sterling and Francine Clark Institute (Williamstown, Massachusetts), the Museum of Our National Heritage (Lexington, Massachusetts), the Ellis Memorial Antique Show (Boston), the Museums at Stonybrook (Stonybrook, New York), the Maine State Museum (Augusta), Mount Saint Vincent University Art Gallery (Halifax, Nova Scotia), and the Cooper-Hewitt Museum (New York City). A total of twenty-five annual loans were renewed. Funding assistance from the National Endowment for the Arts and the Wyeth Endowment for American Art enabled us to continue the conservation of the portrait collection, a project which has been going on for nearly ten years. An updated collections description statement was reviewed by the Museum Committee and is available for consultation by would-be donors. Research on the properties was pursued (with a particular emphasis on the Gardner-Pingree House) in hopes of improving the accuracy of our historical interpretation. On October 29 the department expressed its appreciation to fifty-two volunteer guides (who gave over 1000 hours of service from June 1 to October 15) by sponsoring a one-day field tour to Lexington houses and historic sites. Museum staffers were again extremely active professionally, attending conferences, workshops, and symposia, delivering lectures to various groups, and developing publication projects.

Library

To perform adequately our primary library function, the provision of quality reference services, our staff was strained to its utmost last year. Fortunately we had the help of several loyal volunteers, especially during the summer months when reader pressure is always the greatest. Our statistics indicate that a total of 3,061 visits (of which 1,133 were by members) to the reading room were made by 1,141 readers of whom 133 consulted our manuscripts holdings. Just over 1,000 letters were answered or sent out. These figures are the highest recorded since I have been at the Institute, and they are gratifying to see despite the additional staff work load that they inevitably impose. Among the more unusual topics researched were: silver and society in Salem, 1690-1720; animal diseases in New England, 1600-1800; courtship and marriage in America, 1770-1900; disease and mortality, 1650-1850; women who went to sea with their husbands; theatrical entertainments and amusements in Salem; single women in the Northeast, 1790-1870; the care of the poor, 1700-1900; bibliography of American mathematicians; the 1755 Cape Ann earthquake;

California '49ers from Manchester; and the effects of King Philip's War on Salem. Needless to say, our more conventional research subjects (e.g., Nathaniel Hawthorne, John Greenleaf Whittier, the China trade, the Salem witch trials, and Salem architecture and decorative arts) were not forgotten, and much interesting scholarship on these was accomplished during 1979-80.

Last year was an excellent one for library acquisitions. A total of 780 printed items were acquired, 288 by purchase and 492 by gift. Most of these were in the areas of Essex County and general New England local history and genealogy as is customarily the case annually. Added to the manuscript collections were 46 new items or lots, 24 by purchase and 22 by gift. In this particularly rich year for manuscript acquisitions we received the following collections or individual pieces by donation: shipping papers of Edward D. Kimball; an 1814 diary of Israel Putnam, a student at Andover Theological Seminary; 28 volumes of the diaries (1909-1936) of John Gardner Coolidge, U.S. diplomat and world traveler; 2 account books (1899-1901) for the coal business of George W. Pickering of Salem; and Graves family papers (Newburyport). Among the many manuscripts acquired by purchase were: shipping papers of William Graves; an account book (1808-23) of Nathan Dane detailing his legal practice; a logbook (1800-1801) of the brig Fanny; two record books (1918-64) of the Newburyport Almshouse; letters written by Charles Currier, 1826-55, while he was functioning as a trade agent in India and Malaysia; a general store and distillery account book (1763-72) kept by Isaac Osgood of Haverhill, Massachusetts; 4 sea journals (1862-80) kept on board the bark Glide by steward Charles A. Benson of Salem; and additions to the correspondence of John Greenleaf Whittier, Lucy Larcom, Benjamin Goodhue, and Elizabeth Stuart Phelps. Disposal sales of duplicate and inappropriate printed materials netted valuable dollars for addition to our endowed library acquisitions funds.

In addition to its routine functions, each year the library staff conceives and implements a number of special projects which expand and improve our collections and services, and broaden the department's educational role. Perhaps the most significant of these was the completion and opening of a new basic paper conservation laboratory in the basement of Daland House--this important facility will allow us to take better care of our collections, particularly our manuscripts, than ever before. A recently developed small exhibition program (see above) attracted new interest in the operations and holdings of the library. Much staff time was spent preparing grant applications for manuscript cataloguing and conservation of the photograph collection, and these projects will be getting under way during 1980-81. Marjorie Spencer continued to catalogue the extensive Pingree family papers; with the completion of carding and descriptive aids we anticipate that this effort will be successfully terminated soon. We were fortunate to receive another grant from the Massachusetts Council on the Arts and Humanities for

the conservation of selected manuscript maps from the collections. The Salem Marine Society generously funded the conservation of 6 logbooks. The photograph collection was used more extensively than ever before, and a total of 369 photographs were sold during the year. We continued our microfilming project for the Salem Gazette, adding film reels for the years 1841-55. An important bibliographical function was performed by the reporting of our Africa-related holdings to the National Archives, and our music-related collections to the Resources of American Music History Project at the University of Illinois. The archival course (see above) proved an enjoyable and profitable undertaking for the Institute. Our faithful corps of volunteers and interns performed yeoman service in cataloguing printed materials, offering reference assistance, and processing manuscripts.

I am pleased by the fact that library department members were able to participate in so many outside activities during the past year. Associate Librarian Robinson Murray was awarded a six-week fellowship at the American Antiquarian Society which permitted him time to continue his work on early New Hampshire imprints. He also served on the local arrangements committee for the American Library Association Rare Books and Manuscripts Conference, held in Boston in June, and attended the annual meeting of the American Printing History Association. Along with Assistant Librarian Mary Ritchie he also participated in the meetings of the Essex County Library Association and the Athenaeum Group which is considering the standardization of cataloguing rules for early printed materials. Manuscript Librarian Ellen Mark attended the annual convention of the Society of American Archivists in October and received additional conservation training at the Colonial Court Records Project in Boston. Administrative Assistant Marylou Birchmore participated in a special seminar held at Harvard University last spring treating the conservation of photographs.

Education

The brief overview of the education department's "outreach" activities provided in the first section of this report cannot do proper justice to its outstanding record of accomplishment during 1979-80. Once again the Massachusetts Council on the Arts and Humanities and several private donors provided enthusiastic and generous financial support for the program. Staffed by two full-time staff members, assisted by two volunteers and two Gordon College interns, the department stretched its existing resources in an effort to provide programs for as large a student and adult audience as was realistically possible. By necessity the program was limited by the availability of personnel, financial resources, and facilities--such is the frustration as well as the satisfaction of running a museum education program in the present day! It is gratifying to know, however, that the demand in the community for such programs is as great as it is.

During the time that it was in place, the Lynn shoe and leather exhibition was the principal focus of the department's activities. A total of forty-one groups of elementary schoolchildren visited the Institute to view the show and receive specially developed educational programming. Financial support for the busing of these students to Salem was provided by the National Endowment for the Humanities under the terms of the exhibition grant.

During the year department members and volunteers presented talks to a variety of groups including the Andover Historical Society, the Hamilton-Wenham Community Center, the Topsfield Historical Society, the Women's Educational and Industrial Union, the Marblehead Jewish Community Center, the First Baptist Church in Salem, and, most appropriately, the membership of the Institute. Programs for students were presented at the Shore Country Day School in Beverly, the Glover School in Marblehead, the Brookwood School in Manchester, the Horace Mann School in Salem, and the Proctor School in Topsfield. Workshops were offered to teachers of the American Field Studies group, the Salem Title I group, the education staff of the Gloucester Fisherman's Museum, Salem T.A.G. children, teachers making use of the Lynn exhibition, Gordon College education majors, and an oral history group. Department staffers enhanced their own knowledge by attending Education Day at Old Sturbridge Village, an oral history conference at Wellesley College, the annual meetings of the New England Museum Association, and the New England Regional Social Studies Conference in Boston.

Several special events were sponsored by the department during 1979-80. Last summer a two-day Oriental rug repair course was offered for adults. A Crafts and Music Club was established for schoolchildren and met periodically. The Michael antiques course (see above) was conducted twice. An instructional videotape, "Museums in the Salem Community" (prepared with the assistance of Salem State College), was shown to the New England Museum Association conference, Salem museum and historic site staff, and the museum directors of the Metropolitan Cultural Alliance. A one-day festival of children's films was also presented. A program entitled "Wild Edibles Tasting" was offered by guest lecturer Thelma Goodding.

In recent years the Institute, primarily through the work of the education department, has become more actively involved in the area of education for the handicapped. Our most recent Gordon College intern, Suzi Shigo, prepared a valuable study on the needs of handicapped visitors. She and department head David Goss paid a day-long visit to the Beverly School for the Deaf. This effort to develop new programs and approaches for the handicapped coincides with an Institute project to make architectural modifications in the main museum-library-administration complex so as to better accommodate the needs of our handicapped visitors. These renovations of the physical plant will be completed in 1981.

Publications

The productivity of the Institute's publication program last year was deceptively small. There is much coming however, in the not-too-distant future. The principal focus of the program continued to be on the Samuel McIntire editorial project, supported by the James Duncan Phillips Fund. Editor Paul F. Norton devoted the summer months and other blocks of time to ongoing research and search work, to arrangement of the documents and drawings, to preparation of the introductory essay, and to beginning design considerations. The publication of the scholarly volume of the McIntire drawings and business papers, and the popular illustrated booklet has been deferred until 1982 at the earliest in order to permit the editor needed time for additional search work.

Two superb exhibition catalogues were produced by the museum department in 1979-80. The first of these--Life and Times in Shoe City: The Shoe Workers of Lynn--featured a fine text and captions by Keith Melder, the guest curator for the associated exhibition (see above). In conjunction with this publication, the department also prepared an illustrated brochure, "Walking Tours in Shoe City," with Mr. Melder, Pamela Guren, and Naomi Rosenblum serving as compilers. For a special N.E.A.-funded show to be held in the summer, (see above), Assistant Curator John H. Wright and Museum Committee member Frederic A. Sharf have prepared an illustrated catalogue under the title, C.E.L. Green: Shore and Landscape Painter of Lynn and Newlyn. Chronicling the life and work of a previously little-known New England artist, this well-researched booklet contains the first color plates that the Institute has ever published in an exhibition catalogue.

Most of our collective energy was reserved for the publication of our quarterly journal, the Essex Institute Historical Collections, and our quarterly Newsletter, both of which I edit with the invaluable and expert help of my assistant, Katherine Richardson. One entire issue of the Collections was devoted to illustrated essays treating various subject areas of the Lynn shoe and leather show. Another, prepared by Mrs. Richardson, traced the saga of the ship LaGrange and the California Pioneers of New England. Unfortunately, due to increased costs, we were forced to raise the subscription price for the Collections to \$16.00 and the per-issue price to \$4.00. Time was also spent developing the Salem architectural guidebook and three additions to the museum booklet series.

Maintenance and Physical Plant Improvements

The maintenance department again performed its routine upkeep tasks in such an efficient fashion that extra time was available for the special projects that are essential to realize if we are to keep pace with the maintenance requirements of the thirteen buildings under Institute ownership. With the assistance of an historic preservation grant from the Massachusetts Historical Commission and donations from

members of the Peirce and Nichols families, a new roof was installed on the Peirce-Nichols House. Supported by a generous gift from the Ladies Committee, department staffers and part-time assistants continued the lengthy and painstaking process of restoring the Beebe Summer House in the Crowninshield Gardens, a project which should be completed by next spring. The exteriors of the Lye-Tapley Shoe Shop and the Andrew-Safford and John Ward Houses were repainted. With C.E.T.A. assistance, interior painting was successfully undertaken in the main complex and in the Andrew-Safford, Crowninshield-Bentley, and Assembly Houses. The heating system in the main complex was rendered more energy-efficient by the creation of two zones, and the installation of a new main feeder line and controls. A new fence was constructed for the Assembly House east property line. In other smaller projects we repaired roof leaks, repainted fences, rebuilt exhibition cases, made improvements in the telephone and security systems, and extensively pruned trees and shrubs on Institute grounds. The department also rearranged its own working headquarters in the basement of the main complex.

Community Relations

Thanks to the energetic efforts of Phyllis Shutzer and her loyal volunteers, the Institute continued to receive marvelous exposure in all of the media. This was again reflected in greater museum attendance (up from 57,000 to over 78,000 for a percentage increase of 40%) and in increased corporate/institutional membership (we now have over eighty in this category). Aggressive and effective publicity helped to increase attendance at all Institute events during 1979-80--one such event, Abbott Lowell Cummings's Lyceum Lecture in March, was so oversubscribed that it had to be moved to the Salem High School auditorium where it attracted over 600 people. The Institute benefited from maximum possible advertising advertising promotion when for a period of six months free full-page public service ads were run in such national magazines as Time, Newsweek, U.S. News and World Report, Sports Illustrated, and Esquire. Such exposure is invaluable to us as we persist in our attempts to reach a broader audience in future years.

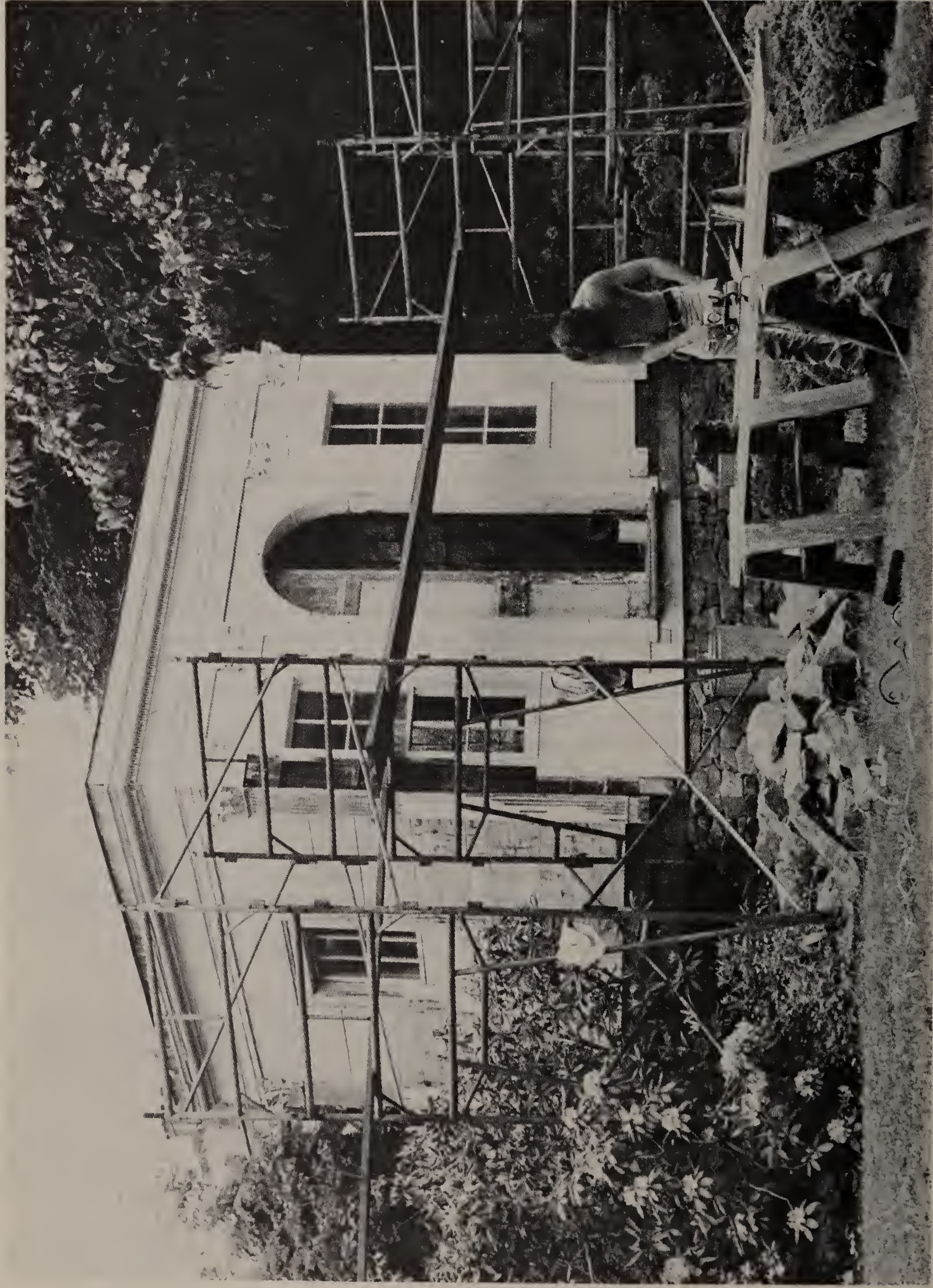
A very positive cooperative step was taken with the formation of the Salem Museums Collaborative with the Peabody Museum, the Witch Museum, the House of Seven Gables, Pickering Wharf Museum, the Salem Maritime Site, and the Salem Arts Colloquium. This group worked hard to promote the offerings of the greater Salem community as well as the member organizations through a joint advertising program. It is hoped that the consortium concept in public relations will bring the museums and historic sites together in other areas in the future.

The department was busy in a multitude of ways, preparing press releases, writing television and radio spots, producing and circulating

tourist brochures, soliciting corporate/institutional members, arranging for staff television interviews, and communicating with bus tour companies and travel agencies. Through the efforts of the department, the Essex County Tourist Council was again a generous backer of Institute publications promoting the museum and its collections. The Institute participated in the Council's advertising campaign at the North Shore Shopping Center and the Massachusetts Council's "Bostix" program for advertising the arts at Faneuil Hall in Boston. Mrs. Shutzer, now a full-time staff member, became a director of the Salem Chamber of Commerce as well as serving on the Essex County Tourist Council. She has attended a number of conferences and workshops during the past year. An intern from the Simmons College Graduate School of Management completed and analyzed a special summer survey of museum visitors, providing us with valuable data and insights about public reaction to our efforts to reach new audiences. We have been very pleased by the positive and constructive reactions people have had to the new directions of the Institute in recent years.

The 1980s will rigorously test the strength and viability of American museums and historical societies. Institutions will literally sink or swim with the economic tides. Government will likely become more involved than ever before in supporting America's marvelous cultural establishment. People prominent in museum circles are predicting increased government grant aid to museums for general operating expenses. The ultimate solution to the financial challenges posed by inflation, however, will not rest with public officials and special government funding programs. Organizations such as the Institute must keep their own financial houses in order, retain their legal and operational independence, and, most important, expand their bases of support in their local communities. The principal key to institutional success in the 1980s will be through "outreach." With greater community involvement, and quality programming for a broad audience, financial problems will be easier to manage. With your help, for which we are eternally grateful, the Institute will chart a safe course through the threatening seas of the next decade.

Respectfully submitted,
BRYANT F. TOLLES, JR.
Director and Librarian



Work proceeds on the restoration of the Beebe Garden House
in the Crowninshield Garden.

REPORT OF THE TREASURER

The audited statements of account prepared by Albert W. Dodge, Jr., for the fiscal year March 31, 1980, accompany this report. The books of the Institute are available in the Treasurer's office for examination by any member who wishes to see them.

The value of endowment funds on March 31, 1980 was \$2,859,806. as compared with \$3,259,865. a year ago.

Respectfully submitted,

H. GILMAN NICHOLS

Treasurer

To the Council of the
Essex Institute:

I have examined the balance sheets of the Essex Institute as of March 31, 1980, and the related statements of general fund revenues, expenditures and other changes and the summary of changes in fund balances for the year then ended. My examinations were made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In my opinion, the aforementioned financial statements present fairly the financial position of the Essex Institute at March 31, 1980 and 1979, and the results of its operations and the changes in its fund balances for the years then ended, in conformity with generally accepted accounting principles applied on a consistent basis.

By: Albert W. Dwyer
Certified Public Accountant

June 30, 1980

ESSEX INSTITUTE
STATEMENT OF GENERAL FUND REVENUES,
EXPENDITURES, AND OTHER CHANGES
FOR THE YEARS ENDED MARCH 31, 1980 AND 1979

REVENUES	<u>1 9 8 0</u>	<u>1 9 7 9</u>
Admissions	\$ 33,486	\$ 29,656
Unrestricted gifts used to meet expenses	24,515	26,465
Membership dues	25,485	25,085
Publications	21,477	18,619
Other income	<u>2,201</u>	<u>2,808</u>
Total revenues	<u>107,164</u>	<u>102,633</u>
 OPERATING EXPENSES		
Direct expenses:		
Museum	68,318	81,016
Houses	44,812	37,414
Publications	49,532	52,398
Library	71,123	69,306
Shoe and leather show	66,500	-
Costs attributable to all Institute activities:		
Administration and general	169,158	149,294
Operation and maintenance	<u>105,913</u>	<u>89,867</u>
Total expenses	<u>575,356</u>	<u>479,295</u>
Excess of operating expenses over revenues	<u>(468,192)</u>	<u>(376,662)</u>
 FUNDS USED FOR OPERATIONS		
Restricted gifts, investment income, and other receipts for designated purposes availed of	247,140	194,112
Endowment fund unrestricted income	123,374	118,211
James D. Phillips Trust income	<u>29,256</u>	<u>31,949</u>
	<u>399,770</u>	<u>344,272</u>
Excess of operating expenses over revenues and funds used	<u>(68,422)</u>	<u>(32,390)</u>
 OTHER CHANGES AND TRANSFERS		
Funds used for plant additions	<u>(13,583)</u>	<u>(17,837)</u>
Transfers:		
Adjustment of income cash balances	-	11,480
Transfers from endowment funds	-	50,541
Transfer from (to) restricted current funds	<u>(1,240)</u>	<u>-</u>
	<u>(1,240)</u>	<u>62,021</u>
	<u>(14,823)</u>	<u>44,184</u>
Net increase (decrease) in general fund balance	<u><u>\$ (83,245)</u></u>	<u><u>\$ 11,794</u></u>

The accompanying notes are an integral
part of these financial statements.

ESSEX INSTITUTE
BALANCE SHEETS, March 31, 1980 and 1979

ASSETS	<u>1 9 8 0</u>	<u>1 9 7 9</u>
Current fund assets:		
Cash (overdraft)(Note 8)	\$ (77,998)	\$ 4,542
Dividends and interest receivable	35,908	31,903
Prepaid expense (principally insurance)	<u>6,292</u>	<u>7,545</u>
	<u>(35,798)</u>	<u>43,990</u>
Endowment fund assets (Notes 1 and 4):		
Investments, at cost:		
Cash held for investment	149,070	5,186
Fixed income	1,186,324	1,266,277
Equities	<u>1,357,575</u>	<u>1,378,539</u>
	<u>2,692,969</u>	<u>2,650,002</u>
Plant fund assets (Note 1):		
Land	101,288	101,288
Institute buildings and improvements	895,895	853,485
Period houses	<u>273,711</u>	<u>234,398</u>
	<u>1,270,894</u>	<u>1,189,171</u>
Total all funds	<u>\$3,928,065</u>	<u>\$3,883,163</u>

The accompanying notes are an integral part
of the financial statements.

LIABILITIES AND FUND BALANCES

	<u>1 9 8 0</u>	<u>1 9 7 9</u>
Current fund balances and liabilities:		
Accrued expenses	\$ 9,475	\$ 12,419
Membership dues received in advance	15,180	13,850
General fund balance (deficit)	(129,943)	(46,448)
Unexpended balance of gifts, investment income, and other receipts for designated purposes	<u>69,490</u>	<u>64,169</u>
	<u>(35,798)</u>	<u>43,990</u>
Endowment fund balances:		
Restricted as to income	1,434,814	1,396,236
Unrestricted as to income	<u>1,258,155</u>	<u>1,253,766</u>
	<u>2,692,969</u>	<u>2,650,002</u>
Plant fund balances:		
Expended for plant	<u>1,270,894</u>	<u>1,189,171</u>
	<u>1,270,894</u>	<u>1,189,171</u>
Total all funds	<u>\$3,928,065</u>	<u>\$3,883,163</u>

ESSEX INSTITUTE
 SUMMARY OF CHANGES IN FUND BALANCES
 FOR THE YEAR ENDED MARCH 31, 1980

	Balances March 31, 1979	Grants and Gifts
Endowment funds:		
Restricted as to income	\$1,396,236	\$ 45,647
Unrestricted as to income	<u>1,253,766</u>	
Total invested funds	2,650,002	45,647
James D. Phillips Trust investment income (Note 3)		
Plant funds:		
Expended	1,189,171	
Current funds:		
General fund (deficit)	(46,448)	24,515
Gifts, grants, and other income - unexpended for designated purposes	15,513	116,433
Gifts, investment and other income - unexpended of endowment funds	<u>48,656</u>	<u>29,138</u>
Total current funds	<u>17,721</u>	<u>170,086</u>
Total all funds	<u>\$3,856,894</u>	<u>\$215,733</u>

Sale of duplicate library material and prints

Net realized gain on sale of investments

Other receipts and transfers

The accompanying notes are an integral part of
 these financial statements

<u>Investment Income</u>	<u>Other Receipts</u>	<u>Transfers in (Out)</u>	<u>Used for Plant Additions</u>	<u>Used to Meet Expenses of Current Operations</u>	<u>Balances March 31, 1980</u>
	\$11,804	(\$18,873)			\$1,434,814
	<u>4,149</u>	<u>240</u>			<u>1,258,155</u>
	15,953	(18,633)			2,692,969
\$ 58,512		(29,256)		(\$ 29,256)	
			\$81,723		1,270,894
123,374	(1,250)	(240)	(13,583)	(216,311)	(129,943)
	14,146	(3,233)	(5,981)	(113,485)	23,393
<u>109,261</u>	<u>3,494</u>	<u>51,362</u>	<u>(62,159)</u>	<u>(133,655)</u>	<u>46,097</u>
<u>232,635</u>	<u>16,390</u>	<u>47,889</u>	<u>(81,723)</u>	<u>(463,451)</u>	<u>(60,453)</u>
<u>\$291,147</u>	<u>\$32,343</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(\$492,707)</u>	<u>\$3,903,410</u>
	\$10,874				
	5,140				
	<u>16,329</u>				
	<u>\$32,343</u>				

ESSEX INSTITUTE
SUMMARY OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED MARCH 31, 1979

	Balances March 31, 1978	Gifts
Endowment funds:		
Restricted as to income	\$1,391,348	\$ 15,406
Unrestricted as to income	<u>1,311,148</u>	<u>20,827</u>
Total invested funds	2,702,496	36,233
James D. Phillips Trust investment income (Note 3)		
Plant funds:		
Expended	1,149,731	
Current funds:		
General fund (deficit)	(58,242)	26,465
Gifts, investment income, and other receipts for designated purposes	<u>74,626</u>	<u>52,115</u>
Total all funds	<u>\$3,868,611</u>	<u>\$114,813</u>
Sale of books and museum objects		
Net realized loss on sale of investments (Note 6)		
Adjustments of income cash balances (Note 5)		
Other receipts and transfers		

The accompanying notes are an integral part of
these fincnaial statements

<u>Investment Income</u>	<u>Other Receipts</u>	<u>Transfers In (Out)</u>	<u>Used for Plant Additions</u>	<u>Used to Meet Expenses of Current Operations</u>	<u>Balances March 31, 1979</u>
	(\$11,217)	\$ 699			\$1,396,236
	<u>(21,668)</u>	<u>(56,541)</u>			<u>1,253,766</u>
	(32,885)	(55,842)			2,650,002
\$ 63,899		(31,949)		(\$31,950)	
			\$39,440		1,189,171
118,306	11,480	50,541	(17,837)	(177,161)	(46,448)
<u>104,591</u>	<u>11,996</u>	<u>37,250</u>	<u>(21,603)</u>	<u>(194,806)</u>	<u>64,169</u>
<u>\$286,796</u>	<u>(\$ 9,409)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(\$403,917)</u>	<u>\$3,856,894</u>
	8,110				
	(41,877)				
	11,480				
	<u>12,878</u>				
	<u>(\$ 9,409)</u>				

ESSEX INSTITUTE
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies:

The Institute maintains its accounts on the accrual basis. Land, Institute buildings, period houses and major improvements are reflected in the balance sheet at cost. No provision for depreciation has been charged to operations.

Investments are carried at cost or, if donated, at market value at the date of donation. Gains and losses from sales are reflected in the period in which realized. Investment income is distributed on a unit basis reflecting the ratio thereto of the related funds invested in the pooled portfolio at market value.

Certain publications sponsored by the Institute are charged against the James D. Phillips Trust. Proceeds from the sales of such publications are taken into operating income.

The Institute is reviewing the source of designation of its funds in order to classify the funds between Council-designated (quasi-endowment) funds and donor-designated (true endowment) funds. The Institute has accounted for the funds and the income thereon in accordance with the restrictions designated by the donor or by the Council.

2. Retirement Plan:

The Institute participates in contributory retirement plans administered by the Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Funds (CREF) which cover all designated full-time employees. Plan assets are not included in the Institute's financial statements. Pension expense charged to operations was \$5,670 and \$5,728 in fiscal 1980 and 1979, respectively. The plan is a defined contribution type plan wherein benefits are based on accumulated contributions.

3. James D. Phillips Trust:

The Institute is a beneficiary of the James D. Phillips Trust. The assets of the Trust are managed by independent Trustees and are not included in the assets of the Institute. One half of the income received by the Institute is restricted endowment income to be used for specific purposes. The remaining income is unrestricted and used for current operations.

ESSEX INSTITUTE
NOTES TO FINANCIAL STATEMENTS

4. Investments:

Total market value of investment securities was as follows at March 31:

	<u>1 9 8 0</u>	<u>1 9 7 9</u>
Fixed income	\$1,025,890	\$1,336,932
Equities	<u>1,833,916</u>	<u>1,922,933</u>
	<u>\$2,859,806</u>	<u>\$3,259,865</u>

5. Adjustment of Income and Endowment (principal)
Cash Balances (March 31, 1979):

Transfers and other adjustments to the compensating cash balances of income and endowment principal in prior years have resulted in a net investment cash decrease of \$2,521. This adjustment is stated as an increase in income cash of \$11,480 and a decrease in principal cash of \$14,001. The principal cash decrease has been combined with actual investment losses as described in Note 6.

6. Gains and Losses on Sale of Investments:
(March 31, 1979):

Net realized losses on the sale of investments include an adjustment to endowment cash of \$14,001 and other prior year adjustments of \$1,000 which are charged to investment losses for the purpose of allocating total adjustments among the endowment funds.

7. Transfer of Parker Funds:

On January 1, 1979 the George S. Parker Memorial Fund and the George S. Parker Memorial Lecture Fund were transferred to a separate account at Fiduciary Trust Company for the purpose of separate investment management. The transfers were made at current market value and represented an amount equal to the share of each fund in the pool of combined funds at January 1, 1979. For financial statement purposes all funds are considered part of the combined funds of the Institute and are not therefore separately stated.

ESSEX INSTITUTE
NOTES TO FINANCIAL STATEMENTS

8. Cash Balances:

Cash Balances consist of the following as of March 31, 1980:

Naumkeg Operating Account	\$ (382)
Naumkeg Payroll Account	1,043
Fiduciary Trust Co. (Income)	(78,859)
Petty Cash	<u>200</u>
Total cash current funds (deficit)	<u>(\$77,998)</u>
Fiduciary Trust Co. (principal cash)	<u>\$149,070</u>

Cash is transferred between income and principal as determined by investment requirements and museum operations. In April of 1980, \$86,116 of cash was transferred from principal (cash held for investment) to Income Cash, effectively restoring current funds to a positive balance.

Bequests for the Benefit of the Essex Institute

Since its establishment in 1848, the Essex Institute has benefited greatly from the kind generosity of those who have made specific bequests to the Institute in their wills. For many individuals, those bequests made permanent the support which they had offered the Institute during their lifetimes. Such bequests have become increasingly important in recent years as inflation and rising costs have placed greater strains on the endowment and the annual operating budget of the Institute.

Bequests to the Institute may be made in any amount for a wide variety of purposes. Most are offered without restrictions, thereby enabling the director and trustees to designate them for general endowment or other areas considered appropriate. Occasionally, restricted bequests are made, satisfying the donor's wish to support museum acquisitions, a specific historic house property, the education program, publications, the library, a lecture series, or other areas of personal interest. Although most bequests come as cash, stocks, or bonds, tangible assets such as real estate, rare books, or historical, fine, and decorative arts objects are also left to the Institute.

By making a bequest to the Essex Institute, you can reduce the size of the taxable assets of your estate, thereby benefiting your heirs. Thus the Institute, as a beneficiary, receives the full amount of your bequest, and your heirs benefit from tax savings. As a legal provision made by will, a bequest may be structured in several different ways. The Institute may be named as beneficiary of a testamentary (life income) trust, or an outright, a residuary, or a contingent bequest. Before arranging for bequests of any kind of property, however, donors are encouraged to consult with their financial and/or legal advisers, and with Institute officials. Inquiries concerning bequests may be directed to:

Bryant F. Tolles, Jr., Director and Librarian
Essex Institute
132 Essex Street
Salem, MA 01970



Ellen Mark, manuscript librarian, at work in the Institute's new conservation laboratory.

CALENDAR OF EVENTS

April 1, 1979 - March 31, 1980

April 3 - May 15 (Continuing, Tuesday evenings). "All about manuscripts and Archives: An Introduction to Archival Principles and Practices," a Continuing Education course given by Associate Librarian Robinson Murray and Manuscript Librarian Ellen Mark.

April 4 - May 2 (Wednesdays). Ladies Committee miniature furniture course taught by Dolores Rawding.

April 7. Education Department teacher workshop.

April 17. Annual Meeting. Opening of exhibition, "Salem Witches: Myth and Reality" (to Sept. 30).

April 23,24,25; May 21,22,23,24; June 11,12,13, Children's Spring Film Series.

April 26. Ladies Committee Spring Lecture: "City Slickers and Country Bumpkins: Urban and Rural Furniture in 18th Century America," by Myrna Kaye, adjunct lecturer on American Decorative Arts at the Museum of Fine Arts.

May 3. Ladies Committee Spring Lecture: "American Impressionist Painters 1830-1930," by Abbot W. Vose, Vose Galleries, Boston.

May 10. Ladies Committee May Basket Lunch and Spring Lecture: "From Enlightenment to Domesticity," by Susan Burrows Swan, Assistant Registrar at Winterthur Museum and adjunct assistant professor at the University of Delaware.

May 15. Photo exhibition: "Salem Willows in Retrospect" (to September 15).

May 22. Lecture: "Past The Peacock Throne," by Anne and Peter Seamans.

June 1. Open house at the Ropes Memorial Mansion, (to mark the reopening of the house to the public under the curatorial administration of the Essex Institute).

June 14. Lecture and demonstration, "The Use and Preparation of Wild Edibles," by Thelma Goodding, author of Eating Wild.

Annual Report

June 15. Opening of 350th Anniversary Exhibition, "A Refuge for English Puritans: 350 Years of the First Church, Salem" (to September 1); reception on August 28.

June 28. Lecture: "This Was Salem," with photographs, by K. David Goss, Essex Institute Coordinator of Education.

July 18, 25; Aug. 1, 8, 15, 22. Education Department summer craft and music club for children.

July 19, 20 Education Department Oriental Rug Repair course, taught by Pat Konecky.

July 23 Education Department children's films, "Paddle to the Sea," "Curious George Rides a Bike," and "Blueberries for Sal."

Aug. 16. Reopening of the refurbished Essex Institute Portrait Gallery; lecture: "Windows on the Past, " by Andrew Oliver, former president of The Institute and scholar of American portraiture.

September 13. Opening of exhibition, "Life and Times in Shoe City: The Shoe Workers of Lynn," funded by the National Endowment for the Humanities (to Jan. 27)

September 20. Members' Fall Bus Tour to Exeter, N.H., with architectural historians Bryant F. Tolles, Jr. and James L. Garvin.

September 28, 29. Fifth Annual Salem Conference: "Witchcraft: The Legacy of 1692," cosponsored by Salem State College and The Essex Institute in cooperation with the Danvers Historical Society and the Danvers Archival Center.

October 11, 12, 13. New England Museum Association Annual Conference, sponsored by The Essex Institute and the Peabody Museum.

October 18. Ladies Committee Gift Shop lecture: "How to Collect Silver," by Malcolm Stearns, Jr., collector, appraiser, and dealer in heirloom silver.

October 22 - December 3. (Monday evenings). Antiques lectures by George Michael.

October 24. Margaret Nowell Graham Memorial Lecture: "Salem Witchcraft in Perspective," by Edmund S. Morgan, Sterling Professor of History at Yale University.

October 25. Annual Meeting of the Ladies Committee.

October 29. Guides' Treat: visit to historic Lexington, Mass.

November 5 - 26 (Mondays). Ladies Committee miniature furniture course taught by Dolores Rawding.

November 13. Reception and opening at State Street Bank and Trust Company, Boston, of Essex Institute loan exhibition "Salem in the Federal Period, 1790-1825," (to December 31).

November 15. Education Department conference: "Museums in the Salem Community."

December 6. Annual Essex Institute Christmas Party; performance by Ariel Young, singer and guitarist. Hosted by the Ladies Committee.

December 10. Staff and Council holiday "potluck" party at the Daniels House in Salem, hosted by President and Mrs. Richard S. West and Director and Mrs. Bryant F. Tolles, Jr.

December 27; January 3,5,10,12,17,19,24,26. Annual Winter Film Festival; films related to the "Life and Times in Shoe City" exhibit.

February 4 - March 17 (Monday evenings). Antiques lectures by George Michael.

February 14. Staff valentine party for department volunteers.

March 3. Exhibition: "Fashions in Draperies" (to June 1).

January 22 - April 29(Tuesday evenings). "All About Manuscripts and Archives ...," Continuing Education course taught by Robinson Murray and Ellen Mark.

March 6. Lyceum Lecture, "The 17th Century Houses of Essex County and their English Antecedents," by Abbott Cummings, Executive Director, Society for the Preservation of New England Antiquities.

March 11. Ladies Committee spring meeting.

Meetings and Visitations Sponsored by Outside Institutions

April 15. Oil Jobbers special group tour.

May 1. Thoracic Surgeons' Wives special group tour.

May 15. National Oil Jobbers.

May 22. Asia House Gallery, New York City.

June 2. Stratham Hist.Society, Stratham, New Hampshire.

Meetings and Visitations (Cont.)

- June 5. Harvard 50th reunion class.
June 5. Golden Ball Tavern guides.
June 6. Harvard 25th reunion class.
June 8. Massachusetts Bar Association. Wives special group tour
June 13. Brockton Art Center.
July 12. DeCordova Museum, Lincoln
July 9, 17, 25; Aug. 1. College of Notre Dame, Novato, California
July 12, 14, 16, 20, 28; Aug. 11. American Field Studies special group tour.
July 19. Mason County Homemakers, Maysville, Ky.
July 21. American Gloxinia and Gesneriad Society.
September 8. Eastern Star tour.
September 13. Yale China Association.
September 14. Newark Museum.
September 16. Swampscott/Marblehead Hadassah reception and tour of the "Life and Times in Shoe City." exhibition.
September 18. Hoosier Motor Club, Indiana.
September 28-29. Fifth Annual Salem Conference--"Witchcraft: The Legacy of 1692," cosponsored by Salem State College and the Essex Institute in cooperation with the Danvers Historical Society and the Danvers Archival Center.
October 3. Historic Salem and Doric Dames.
October 3. Wellesley College.
October 4. Stop and Shop.
October 6. North American Vexillological Association.
October 11,12,13. New England Museum Association Annual Conference, cosponsored by The Essex Institute and The Peabody Museum.
October 12. Monmouth (N.J.) Council of Girl Scouts (Adults).
October 16. Gordon College, Wenham, Massachusetts
October 20. Sharon Unitarian Church.
October 23. Junior League of Nashville.
October 24. Friends of The Mint.
October 25. Antiques Magazine tour.
November 1. North Shore Jewish Historical Society annual meeting.
November 3. Simmons College.
November 10. Essex County Tourist Council.
November 10. Pine Manor College.
November 15. Bradford College.
December 2. Danvers Historical Society Christmas party.
December 7. Fundraising event for U.S. Representative Nicholas Mavroules sponsored by Mavroules for Congress Committee.
December 8. Marblehead Historical Society.
December 27. Massachusetts Masonic group.

- January 10. Women's Division of the ~~Combined~~ Jewish Federation of the North Shore.
January 11. Metropolitan Cultural Alliance Directors Dinner.
February 17. Emmanuel College.
February 24. University of Massachusetts Harbor Campus.
March 4. Childrens Friend and Family Service Society of the North Shore, annual meeting.
March 5. Dennis Historical Society.
~~March~~ 11. Cranbrook School, Bloomfield Hills, Michigan.

Auditorium Exhibitions

"Life and Times in Shoe City: The Shoe Workers of Lynn." Sept. 13-Jan. 27.

Library Exhibitions

"Salem Willows in Retrospect." May 15 - Sept. 15.

Print Room Exhibitions

"Salem Witches: Myth and Reality." June 1 - September 30.

McCarthy Gallery Exhibitions

"Salem Witches: Myth and Reality." April 17 - June 1.

"The First Church in Salem; A Refuge for English Puritans," June 15-~~Sept.~~ 1.

"Fashions in Draperis for Windows and Beds." March 3 - June 1.



George Michael conducting one of a series of classes on

STAFF PUBLICATIONS
1979-1980

Anne Farnam

With Bryant F. Tolles, Jr., "Acknowledgments" and "Preface," Keith Melder, Life and Times in Shoe City: The Shoe Workers of Lynn--An Exhibition at the Essex Institute, Salem (Salem: Essex Institute, 1979).

"A Great Nineteenth-Century Museum Survives: The Essex Institute of Salem," Nineteenth-Century 5, No. 2 (Summer, 1979): 76-81.

"H. H. Richardson and A. H. Davenport: Architecture and Furniture as Big Business in America's Gilded Age," in Paul B. Kebabian and William C. Lipke, eds., Tools and Technologies, America's Wooden Age, (Burlington, Vermont: Robert Hull Fleming Museum, University of Vermont, 1979).

"Olive Prescott," Essex Institute Historical Collections 115, No. 3 (July, 1979): 129-43.

With Bryant F. Tolles, Jr., "Preface," Life and Times in Shoe City: The Shoe Workers of Lynn--A Special Exhibition... (Salem: Essex Institute, 1979).

Ellen Mark

"John Greenleaf Whittier, Politician and Abolitionist: A Letter, February 23, 1861," Essex Institute Historical Collections 116, No. 1 (January, 1980): 41-44.

Keith Melder

Life and Times in Shoe City: The Shoe Workers of Lynn--An Exhibition at the Essex Institute, Salem (Salem: Essex Institute, 1979).

With Pamela Guren and Naomi Rosenblum, Walking Tours in Shoe City (Salem: Essex Institute, 1979).

"Women in the Shoe Industry: The Evidence from Lynn," in Life and Times in Shoe City: The Shoe Workers of Lynn--A Special Exhibition... (Salem: Essex Institute, 1979).

Katherine W. Richardson

"The Gold Seekers: The Story of the LaGrange and the California Pioneers of New England," Essex Institute Historical Collections 115, No. 2 (April, 1979): 73-122..

STAFF PUBLICATIONS
1979-1980 (Cont.)

Phyllis S. Shutzer

"Essex County Children of Yesteryear," in Antiques in the Country (Salem: Associates of the Children's Friend and Family Service Society of the North Shore, 1979).

"Essex County Chronicles," column published weekly in the Lawrence Eagle Tribune, Newburyport Daily News, and the Salem Evening News.

Bryant F. Tolles, Jr.

With Anne Farnam, "Acknowledgments" and "Preface," Keith Melder, Life and Times in Shoe City: The Shoe Workers of Lynn--An Exhibition at the Essex Institute, Salem (Salem: Essex Institute, 1979).

New Hampshire Architecture: An Illustrated Guide (Hanover, New Hampshire: University Press of New England, 1979). With Carolyn K. Tolles.

With Anne Farnam, "Preface," Life and Times in Shoe City: The Shoe Workers of Lynn--A Special Exhibition... (Salem: Essex Institute, 1979).

"Report of the Director," Essex Institute Annual Report, Including Museum and Library Collection Policies, April 1, 1978-March 31, 1979 (Salem: Essex Institute, 1979). Pp. 10-22.

DONORS TO THE ESSEX INSTITUTE FUND

April 1, 1979-March 31, 1980

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Lovett, Robert
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Museum of Fine Arts (Boston)

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Rowell, Bradford W.

Salem, MA - Mayor's Office
Salem, MA - Planning Department
Salem Chamber of Commerce
Salem Redevelopment Authority
Salter, Mrs. Gershon
Sanders, Mrs. Thomas, Jr.
Sargent, Oliver M.
Seven Islands Land Co.
Sexton, Mark
Sherman, Muriel Porter
Silverman, Diana Ruth; Silverman,
Mrs. George; Silverman, Kenneth
G. (in memory of Donald B.
Silverman)
Skinner, G. G.
Smith, Mrs. Henry F.
Smith, Ruth G.
Smith, Philip C. F.
Society of Colonial Wars in RI
Steward, Charles A.
Suffolk Genealogical Library
Swan, Marshall W.
Szala, the Rev. John R. B.

Tapley, Charles
Tolles, Bryant F., Jr.

University Microfilms
International
University of Massachusetts
Press
Usher, Donald K.

Victory, Cynthia
Viking Penguin, Inc.
Vinovskis, Maris A.

WGBH Educational Foundation
Walker, Harold S.
Wareham Bicentennial Commission
Warren, James A.
Welch, Dr. Richard E., Jr.
West, Richard
Wheatland, David P.
Wheatland, Stephen
Williams College Museum of Art
Wycoff, Mrs. Hubert

Yale University Art Gallery
Yamaguchi, Seiichi
Yeaton, Charles R.
Young, Mae

DONORS TO THE MUSEUM & HISTORIC HOUSES

Allen, Richard Story	Klinge, Miss Elsie
Batchelder, Mrs. Charles F.	Lee, Miss Helene
Bell, Mrs. Attala	Loring, Miss Susan G.
Bell, Jack	Loring, William Caleb
Beverly Historical Society	
Bournheuf, Mrs. Henri	Mason, Mrs. F. Dike
Broadhead, the Misses	Mason, Mrs. Henry L.
Eleanor and Elizabeth	Masters of the New England Hunt
Brown, Mrs. Francis	Minot, James J.
Burke, Mrs. Helen G.	Moulton, Mrs. Wilbur
Cousins, Willard C.	National Guard Armory, Lynn
	New Hampshire Historical Society
Dixey, Mrs. Mildred I.	Norton, Mr. and Mrs. Arthur R.
Donaldson, Francis A.	
	O'Hara, Tom
Endicott, William	
Enos, Charlotte Mooney, the	Parker, Mrs. Francis
Estate of	
Giles, Mrs. Paul	Ropes, Miss Ruth Robinson
Godbout, Elizabeth Adams,	
the Estate of	Stearns, Miss Elenora
Goodhue, Albert, Jr.	
Gray, Hope, the Bequest of	Tolles, Mr. and Mrs. Bryant F.,
Grey, Mrs. Hugh S.	Jr.
Griffin, Roger	
	Vincent, Mr. and Mrs. Sanborn
Haskell, Mrs. Paul T.	
	WGBH Educational Foundation
Kauders, Mrs. Erick	Welch, Mrs. Francis G.

DONORS TO SPECIAL PROJECTS

Anonymous: Assembly House, Council Fund, Educational Program
Museum Objects Fund, Paper Conservation Laboratory, Portrait
Gallery, Witchcraft Fund

Andrew-Safford House Chandelier: Paul T. Haskell Memorial Fund:
Oliver, Mr. & Mrs. Andrew Haskell, Mrs. Paul T.

Assembly House: Hessian Helmet Fund:
Gring, Mr. & Mrs. Frank M. Goodhue, Albert
Smith, Mary Silver

Beebe Summer House: "Life and Times in Shoe City":
Beebe, Mr. & Mrs. Marcus National Endowment for the
Essex Institute Ladies Committee Humanities
Wakefield Historical Society

Educational Program: Lynn Historical Workshop Booklet:
Commonwealth of Massachusetts Amalgamated Clothing & Textile
Council on Arts & Humanities Workers Union
Essex Institute Ladies Committee
Goodhue, Albert
Osgood, Edward H.
Phillips, Mrs. Stephen Map Conservation:
Saltonstall, William L. Commonwealth of Massachusetts
Wheatland, David P. Council on Arts & Humanities

Exhibit Security; Building Military Collection Booklet:
Additions or Construction: Wheatland, David P.
u/w/o Frederick W. Hixon

Furniture Booklet: Paper Conservation Laboratory:
Heritage Co-operative Bank Felton, Cornelius C., Jr.
Naumkeag Trust Company Saltonstall, William L.
Salem Five Cents Savings Bank
Salem Savings Bank
Shawmut Merchants Bank, Salem
George Peabody Co-operative Bank Parker Sampler Restoration:
Warren Five Cents Savings Bank Parker, Mrs. Mildred

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DONORS TO SPECIAL PROJECTS (Cont.)

Peirce-Nichols House:

Commonwealth of Massachusetts
 Historical Commission
 de Ramel, Elizabeth Prince
 Ervin, Adele Q.
 Ervin, Frances Q.
 Family of Wadsworth Nichols
 Hardenbergh, Mary Lee
 Hardenbergh, Nancy Nichols
 Prince Charitable Fund
 Van Loon, Henry B.

Pickman Papers Fund:

Sampson, Charles S.

Pingree House Fund:

Ingraham, Mrs. Franc D.
 Ordway, Mrs. Samuel H.
 Wheatland, Mr. & Mrs. David P.
 Wheatland, Stephen

Pingree Papers & Pingree House:

Fulton, Mrs. John F.

Portrait Gallery and Attic

Restoration:

National Endowment for the Arts

Presidents Fund:

George E. Coleman, Jr. Foundation

Restoration of Captain Joseph

White's Portrait:

Bradlee, Sargent

Salem Marine Society Fund:

Salem Marine Society

Willoughby H. Stuart, Jr. &

Willoughby I. Stuart Memorial
Fund:

Gowing, Mrs. Charles D.

Coolidge, Mrs. J. Randolph

CORPORATE/INSTITUTIONAL MEMBERS 1979-1980

Almy's Stores, Inc., Salem	Eastman Gelatine Corporation, Peabody
Atlantic Papers, Beverly	EG&G Electron Devices Group, Salem
Atwood & Morrill Co., Salem	Emhart Corporation, Hartford, CT
Beef 'N' Oyster House, Salem	Empire Clothing Company, Salem
Bernard's Jewelers, Salem	Essex Office Associates, Inc., Salem
A. Berube & Sons, Inc., Salem	John Flynn & Sons, Inc., Salem
Bistro Le Bistingo, Salem	John Smidt & Company, Inc., Peabody
Bob Brest Buick, Inc., Lynn	Gainsboro Studio, Salem
A. S. Burg Co., Salem	GTE Products Corporation, Danvers
Bursaw Oil Corporation, Danvers	Hamblet & Hayes Co., Salem
Century North Shore Bank & Trust Co., Salem	Hawthorne Inn Management Corp., Salem
Clarke Brothers, Inc., Salem	Heritage Co-operative Bank, Salem
Compass Press Division, Business Aid Shop, Inc., Salem	Holyoke Mutual Insurance Company, Salem
Connolly Brothers, Incorporated Beverly Farms	Howard Johnson's Motor Lodge, North Shore
Cressy Dockham & Co., Inc., Salem-Andover	E F Hutton & Company Inc., Salem
Cricket Press, Manchester	J. B. Kidney & Company, Inc., Salem
<u>Daily Evening Item</u> , Lynn	King's Grant Inn Corporation, Danvers
Daniel Low & Company, Salem	Kroy Tanning Company, Inc., Salem
Danvers Motor Company, Inc. Danvers	Maynard Plastics Inc., Salem
Delande's Supply Co., Inc., Salem	
Paul C. Dutelle & Co., Inc., Newtonville	

CORPORATE/INSTITUTIONAL MEMBERS (Cont.)

McDougall Associates, Inc., Salem	Salem News Publishing Company, Salem
Meriden-Stinehour, Inc., Lunenburg VT & Meriden CT	Salem Oil & Grease Co., Salem
Robert Murphy, Antiquarian Bookseller, Salem	Salem Paper Company, Inc., Salem
National Grand Bank, Marblehead	Salem Savings Bank, Salem
Naumkeag Trust Company, Salem	Salem Suede, Inc., Salem
The Ogan Company, Inc., Revere	Sawtelle Brothers, Swampscott
Parker Brothers Incorporated, Beverly	Security National Bank, Lynn
Pattee-Anne Shop, Salem	Sertech Laboratories, Salem
George Peabody Co-operative Bank, Peabody	Shawmut Merchants Bank, Salem
Pickering Oil Heat Service, Salem	Shetland Properties, Salem
Radisson Ferncroft Hotel And Country Club, Danvers	Sirois Leather, Inc., Peabody
Red's Sandwich Shop Inc., Salem	Soucy Insurance Agency, Inc., Salem
Roger Conant Co-operative Bank, Salem	Soup du Jour, Salem
L. H. Rogers, Salem	State Street Bank and Trust Co., Boston
The Salem Corporation-East India Joint Venture, Salem	The Lyceum Restaurant, Salem
Salem Five Cents Savings Bank, Salem	Tri-City Sales, Inc., Lynn
Salem Laundry Co., Inc., Salem	Vincent Potato Chip Co., Salem
Salem Maritime National Historic Site, Salem	Warren Five Cents Savings Bank, Peabody
	William Wallace & Company, Inc., Boston
	X-L-Co., Inc., Boston
	Zina Goodell Hardware, Salem

LIBRARY MUSEUM-PASS MEMBERSHIPS 1979-1980

Beverly Public Library, Beverly
Boxford Town Library, Boxford
Georgetown Peabody Library, Georgetown
Sawyer Free Library, Gloucester
Lynnfield Public Library, Lynnfield
Malden Public Library, Malden
Manchester Public Library, Manchester
Abbott Public Library, Marblehead
Melrose Public Library, Melrose
Nahant Public Library, Nahant
Stevens Memorial Library, North Andover
Reading Public Library, Reading
Carnegie Library, Rockport
Salem Public Library, Salem
Swampscott Public Library, Swampscott
Patten Public Library, Tewkesbury
Lucius Beebe Memorial Library, Wakefield
G.A.R. Memorial Library, West Newbury



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This appealing advertisement appeared (at no cost to the Institute) in a number of publications such as Time, Newsweek, and Esquire, and attracted many new visitors.

NECROLOGY *

<u>NAME</u>	<u>DATE ELECTED</u>	<u>DATE DECEASED</u>
Ernest S. Dodge	Sept. 17, 1935	Feb. 12, 1980
Miss Alice G. Feenan	Sept. 14, 1948	March 6, 1979
Charles B. Harding	June 20, 1977	Oct. 25, 1979
Frederick W. Hixon	April 11, 1950	April 4, 1979
Harold D. Hodgkinson	Dec. 8, 1936	Nov. 18, 1979
Harold Dudley Hussey	Feb. 5, 1963	Jan. 5, 1980
Mrs. James O. Mackenzie	Oct. 5, 1965	Oct. 16, 1979
Miss Marion W. Nichols	Nov. 3, 1924	1979
Mrs. Hazel Spencer Phillips	April 25, 1979	1979
Kenneth A. Rowe	Feb. 9, 1971	March 28, 1980
Senator Leverett Saltonstall	Aug. 20, 1935	June 17, 1979
Mrs. Osgood Williams	June 5, 1916	Feb 4, 1980
William Henry Winship, Jr.	Sept. 9, 1950	Jan. 9, 1980
Miss Margaret J. Yerrington	Feb. 13, 1945	March 1980

* The Necrology listing may be inaccurate, since our records are not always complete at the time the Annual Report is printed.

APPENDIX

ESSEX INSTITUTEBY-LAWS

May 21, 1963
As Amended May, 1966, 1968, and
Including 1976 Proposed Amendments

ARTICLE I. MEMBERSHIP

Section 1. Any person may be elected a member at a regular meeting of the Council, by a majority vote of the members present and voting. The classifications of membership are to be determined by the Council.

Section 2. Persons who shall have attained an eminent distinction in Science, Literature, or the Arts, may be elected honorary members at any regular meeting of the Council, by a majority vote of the members present and voting.

Section 3. Any member may become a life member and be exempt from the payment of the annual dues by paying the sum of \$250 to be added to the invested funds of the Institute.

ARTICLE II. MEETINGS

Section 1. The Annual Meeting of the Institute shall be held on the last Tuesday in April, but if this day falls upon a holiday, the meeting shall be held upon the following day.

Section 2. The Secretary shall call special meetings on the order of the President, or at the written request of five members. Business to be transacted at a special meeting shall be limited to the subjects stated in the call.

Section 3. Fifty members shall be a quorum for holding any meeting of the Institute, Annual or Special; but any number shall have the power to adjourn a meeting.

Section 4. The Council shall hold regular meetings as it may determine, but not less frequently than once in every three months and may hold special meetings whenever called together by the President. It must meet within thirty days after the Annual Meeting at which time it shall elect the Officers. Five (5) members of the Council shall constitute a quorum.

Section 5. The executive committee of the Council shall hold regular meetings as it may determine and may hold special meetings whenever called together by the President.

ARTICLE III. OFFICERS

Section 1. The governing board of the Institute shall be a Council of sixteen elected members elected from the membership of the Institute and such ex officio members as are hereinafter provided for. Four Council Members shall be elected at each Annual Meeting to serve for a term of four years and until their successors have been elected. No Counsel Member may be elected for more than two consecutive terms. Such member shall be ineligible for reelection to the Council in any election held prior to the first anniversary of his leaving office.

Section 2. The Officers of the Institute shall be a President, one or more Vice-Presidents, the number of whom shall be determined by the Council and one of whom shall be designated Senior Vice-President, a Secretary and a Treasurer, each to be elected by the Council. Eight (8) affirmative votes shall be necessary for election to any of these offices. The term of the President shall be four years, and until his successor has been elected, and no President shall serve more than two consecutive terms. The terms of the other officers shall be for one year and until their successors have been elected. Officers other than President may serve consecutive terms without limit. A former President shall be eligible for election to any office in any election held after the first anniversary of his leaving office. The President and Secretary must be either serving at the time of their election as members of the Council, or be former members with at least two years of service on the Council. The President, Vice-Presidents, Secretary, Treasurer, and Chairman of the Ladies Committee, if not chosen from the elected members of the Council, shall be ex officio members of the Council.

Any officer who is an elected member of the Council at the time of his election as an officer shall remain ex officio a member of the Council for the period, if any, commencing with the end of his term as elected member and terminating with the end of his last consecutive term as an officer.

Section 3. There shall be an executive committee of the Council which shall consist of the President, Vice-President(s), Secretary, and Treasurer. The executive committee shall have all the responsibility, duties and authority herein given to the Council, which it shall possess and exercise at all times, except when preempted by a meeting of and/or action by the full Council.

Section 4. The Council may, in the case of any vacancy in its membership or in any office, elect a member of the Institute to fill the vacancy, such person to hold office until the next Annual Meeting. Eight affirmative votes shall be necessary for election to any of these offices.

Section 5. The Council shall have the power to appoint, and fix the length of term of, Honorary Curators.

ARTICLE IV. COMMITTEES

Section 1. There shall be four standing committees: namely, Finance, Library, Publications, and Museum. The members of the committees shall be appointed by the President with the approval of the Council to serve for one year and until their successors have been appointed. The President, with the approval of the Council, shall fill any or all vacancies that may occur in the membership of any committee. The President shall be ex officio a member of all Standing Committees. The chairman of each Standing Committee shall be a member of the Council.

Section 2. The President may, with the approval of the Council, appoint such other Special Committees as may be deemed necessary.

Section 3. All Committees, Standing and Special, shall be subject to the general control and direction of the Council.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Institute, of the Council, and of the executive committee of the Council. In addition to the duties herein prescribed in these By-laws, he shall exercise the duties usual to the office of President.

Section 2. During the absence, the disability, or the inability of the President to perform his duties, the Senior Vice-President shall perform them.

Section 3. The Secretary shall give notice of all meetings and record their proceedings and make a report at the Annual Meeting. He shall cause to be kept a separate record of the By-laws and amendments thereto and a membership list containing the name, residence, date of election, death or resignation of members and notify the members and officers of their election. He shall attend and record the action of meetings of the Institute and Council and, also, of such Standing Committees and Special Committees as shall request his services.

Section 4. The Treasurer shall receive all income, donations and bequests, and shall deposit the same, in the name of Essex Institute, in a bank or banks, to be designated by the Finance Committee. He shall pay all approved bills against the Institute. He shall keep accurate books of account. At each Annual Meeting and whenever requested, he shall furnish the Council with a statement of the Institutes financial condition. He shall, when so directed by the Finance Committee, provide the funds for such investments as they shall decide upon. He shall endorse, in the name of Essex Institute, all checks and other negotiable instruments, and shall deposit them to the credit of the Institute, and he shall, when authorized by the Finance Committee, execute proxies for use at corporation meetings, instruments of assignment and transfer of securities, and such other instruments as may be incidental to the ownership and beneficial administration of the investments of the Institute. He shall have power to negotiate loans on behalf of the Institute, with the approval of a majority of the Finance Committee, duly recorded. Under the direction and with the approval of the Finance Committee he may issue promissory notes in the name of Essex Institute, these notes to be countersigned by the Chairman of the Finance Committee. On the payment of any debt secured by mortgage, the Treasurer shall acknowledge satisfaction and discharge the same.

Section 5. The Council shall have the general custody and control of the estates, buildings and collections of the Institute, shall fix all salaries to be paid by the Institute, and may appropriate or authorize the expenditure of money, and shall have general management and control of the property and affairs of the Institute except as otherwise herein provided.

The Council may, on the recommendation of the Finance Committee, sell and convey or lease, to such persons and upon such terms as the Council may deem wise, any real estate in which the Institute has any interest, and all deeds, leases, and instruments of conveyance of real estate so sold or leased shall be signed and acknowledged in the name of Essex Institute by its President and its Treasurer or other officer specifically designated by the Council who shall affix thereto its corporate seal.

Section 6. Such persons as designated shall be bonded at the expense of the Institute and in amounts to be determined by the Finance Committee.

ARTICLE VI. DUTIES OF COMMITTEES

Section 1. The Chairman or any designated member of the Finance Committee shall examine and, if found correct, shall approve all bills against the Institute. The Finance Committee shall be entrusted with the care and investment of its permanent funds. As often as it deems necessary, it shall examine the books, accounts and vouchers of the Treasurer and, also, all investments belonging to the Institute. At least once in every twelve months it shall recommend to the Council the appointment of an independent auditor who shall then, if approved by the Council, make a certified examination of the Annual Report of the Treasurer and of all the investments belonging to the Institute.

The funds of the Institute, including all stocks, bonds, mortgages and other investments shall be deposited in one or more banks or trust companies as the Finance Committee shall decide. If a safe deposit box is rented to keep said securities, access to the box shall be had only by persons designated by the Finance Committee and under the rules set forth by the Finance Committee.

If the Finance Committee so desires, securities may be held by one or more banks or trust companies as custodian and may be registered in the name of a nominee chosen by the custodian and approved by the Finance Committee.

No change in investments or withdrawal from savings accounts shall be made except by a majority vote of the Finance Committee, duly recorded.

Section 2. The Library Committee shall cause to be made an annual examination of the condition of the Library. It shall establish the policy and exercise general supervision in the Library, functioning in such matters through the Director of the Institute. It shall also have the power to accept, receive, acquire or reject books, manuscripts and other items appropriate to a library. It shall secure the approval of the Council to dispose of any material under its control.

Section 3. The Publications Committee shall establish the policy and exercise general supervision over all publications of the Institute, functioning in such matters through the Director of the Institute. It shall also have the power to accept or reject manuscripts tendered to the Institute for publication. It shall secure the approval of the Council to obligate the funds of the Institute for the purposes of publication.

Section 4. The Museum Committee shall cause to be made an annual examination of the physical properties of the Institute not under the supervision of the Library and Publications Committees. It shall establish the policy and exercise general supervision over the physical properties of the Institute, functioning in such matters through the Director of the Institute, and shall also have the power to accept, receive, acquire, or reject physical properties other than books, publications, or manuscripts tendered to the Institute. It shall have charge of the buildings and grounds owned by the Institute and shall maintain them in proper order and repair. It shall secure the approval of the Council to dispose of any material under its control.

ARTICLE VII. DIRECTOR

Section 1. There shall be a Director of the Institute employed by the Council, who, under the direction of the Council, executive committee of the Council, and the Standing Committees, shall be the chief administrator of the Institute, also having the care and supervision of its properties. He shall attend all meetings of the Standing Committees and, upon invitation, meetings of the Council. With the approval of the Council, he shall have the power to hire, supervise, and discharge all employees of the Institute.

ARTICLE VIII. FISCAL YEAR AND DUES

Section 1. The fiscal year of the Institute shall be from April 1st to March 31st in each year.

Section 2. The Council shall have the power to define the classes of membership and fix the amount of the dues and the privileges for each class.

Section 3. Any member of any class may be transferred to any other class upon notice to the Secretary and the consent of a majority of the Council present and voting at its next meeting.

Section 4. No member who shall be in arrears for one year shall be entitled to vote or hold any office; and any member so in arrears, who shall refuse or neglect to pay his dues for six months after being notified thereof by the Treasurer, by written notice duly recorded, shall cease to be a member of the Institute.

ARTICLE IX. USE OF BUILDINGS, MUSEUM, AND GROUNDS

Section 1. The buildings, museum, and grounds shall be open to members and the public at such times and under such regulations as the Council may determine.

ARTICLE X. REPEAL OR AMENDMENT OF BY-LAWS

Section 1. The By-laws may be repealed or amended by the vote of two-thirds of the members present and voting in favor at a regular meeting of the Institute or a special meeting of the Institute called for the purpose, notice of the proposed repeal or amendment having been given in writing with the call for the meeting; and at least fifty members voting in the affirmative.

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Phillips Library



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